



Cowichan  
**Family  
Caregivers  
Support  
Society**

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Cowichan **Family Caregivers Support** Society

## Administration/Communication Facilitator

The Consultant - Administration/Communication Facilitator assists with administrative duties as needed by the Board and staff members; and is responsible for facilitating communication between the Board members, staff, volunteers, caregivers and the larger community.

### Responsibilities

- Office Administration
- Newsletters
- Caregiver Resource Guide/Brochures
- Connecting with community groups working with seniors and caregivers
- Supporting staff and caregivers with computer troubleshooting and literacy
- Fundraising Activities

### Tasks

#### *Office Administration*

- Order, pick up and maintain office supplies
- filing
- picking up and delivering mail
- light office housekeeping
- writing letters
- Managing donation receipts and cards
- keep Excel spreadsheets for donation tracking, membership, etc. up to date
- Developing new spreadsheets and documents to maximize organization
- Create posters/flyers for events and updates as necessary

### *Board and Staff Meetings*

- Remind members of upcoming meetings and find out how many will be in attendance.
- Print up copies of the minutes, financial statements and agenda for each meeting.
- Filing copies of the minutes and treasurer's report for future reference.
- Assist with AGM planning, organizing and ad needed during the meeting.

### *Newsletters*

- Administrative assistance with creating 3-4 newsletters each year
- Arrange for printing and pick up of printed materials
- Be responsible for distribution of newsletter, both email and print versions

### *Caregiver Resource Guide/Brochures*

- Update the Caregiver Resource Guide for Family Caregivers by contacting each listing. Arrange for printing and distribution.
- Arrange for editing, printing, and distribution of brochures as necessary.

### *Connecting with Community*

- Contact partners to provide CFCSS resources if needed.

### *Computer Support*

- Assisting staff and caregivers with computer and internet programs as necessary.

### *Fundraising Activities*

- Assist with planning fundraising activities and recruiting volunteers and sponsors.
- Make a detailed schedule of the event and share with all.
- Follow up with all volunteers on a regular basis.
- Attend events and give help wherever needed.
- Send personal thank you emails to all who helped out.

### *Support Groups*

- Update schedule and create flyer/notice of meetings

### **Skills and Experience Preferred:**

- Excellent organizational skills and ability to manage deadlines
- Ability to work independently, manage time effectively and prioritize workload

- Proficiency in using computer systems, publishing, website maintenance and experience using desktop tools such as Word, Excel, PowerPoint and Outlook
- Ability and willingness to provide support with technology
- Experience in family caregiving or support work
- Understanding of issues facing caregiving families (family caregiver and the person receiving care)
- Maintain confidentiality
- Experience working with groups
- Experience working in and/or with the health care system
- Ability to communicate effectively
- Ability to use own vehicle for work
- Develops and maintains effective working relationships with the Board, staff, volunteers, community partners and caregivers.
- Empathy and compassion
- The successful candidate will be required to undergo a criminal record check